

<h1 style="text-align: center;">厚木基地空席広報(MLC)</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page.          応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。  <a href="http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html">http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</a></p>		広報番号 Announcement No.	A-21-016
		初回選考締切日 1 <sup>st</sup> Cut Off Date	14 Apr 2021
		募集締切日 Closing Date	Open Until Filled
		発行日 Date of Issue	24 Mar 2021
1. 職種名 Job title ( 等級 Grade 1-4 / 語学能力級 LPL-3)	募集人数 No. of Recruitment  1 名	4. 募集範囲 Area of Consideration	
Travel Clerk #234 (旅行係事務職)		<input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide  <input checked="" type="checkbox"/> 外部 Off Base Applicant	
低い等級での採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade  採用可能見習い等級／語学能力級 Acceptable Trainee level (see block #7):  等級 Grade-3 , 語学能力級 LPL-2			
<input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Trade & Service <input type="checkbox"/> 保安・消防系 Security & Fire <input type="checkbox"/> 医療系 Medical			
2. 部隊 Activity		5. 雇用の種類 Type of Employment	
U. S. Naval Air Facility Atsugi Air Operations Department Air Terminal Division  勤務場所 Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base		<input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE:            )	
3. 勤務時間 Work Schedule ( 週 40 時間制 hr/wk )			
勤務日 Work Day: Mon – Fri 勤務時間・休憩 Work Hours / Recess: 0730-1615 / 1130-1215  <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6. 職務内容 Duties			
<p>Receive, monitor and disseminate information pertaining to Space Available (Space “A”) and space required passenger services, such as aircraft arrival and departure time, destination and purpose of flight, planned or actual manifest of passengers, ascertain the availability of seats for passengers, advise personnel of necessary requirements in accordance with the Foreign Clearance Guide and other pertinent DOD regulations and instructions.</p> <p>Ensure international passengers are proper documentation and are vetted accordingly per Customs and Immigrations guidelines. Prospective employee has to coordinate and arrange passenger processing, via telephone, with Japanese Immigration Office Official (Yokohama or Yokota Air Base).</p> <p>Provide flight information to all civilian, military and command sponsored dependent personnel, as well as all concerned command activities via telephone, radio, computer program and email communications as required. Coordinate with the Operation Duty Officers, Commander, Fleet Air Western Pacific (CFWP), Air Operations staff, commercial aircraft carriers, and other air logistic sections on matters pertaining to passenger services.</p>			

## 6. 職務内容 Duties (Cont'd)

Prepare final passenger manifest using the approved air logistics computer system, provide hard copy final manifest to the aircraft load master and file copy of final signed manifest in the air operations historic records filing cabinet. Prepare departure load message, deliver messages via the approved air logistics system to the down line air terminal or command post.

Maintain an aircraft Prior Permission Request (PPR) tracking document, an inbound/outbound status board to display the progress of all scheduled and actual aircraft missions.

Schedule, perform and document daily, weekly and monthly checks/calibration on x-ray machines, metal detectors and other air terminal equipment as required. Schedule and track the calibration requirements for all Air Operation equipment requiring specialized calibration from outside of Air Operations Department.

Perform other duties as assigned, incidental to the Air Logistics and Passenger Services.

## 7. 資格要件／身体条件 Qualification/Physical Requirements

### GENERAL (Applicable to all grades): 全ての等級に必要な資格要件

\* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.  
(Please see last page for LPL)

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。（最終頁参照）

- Skill in operating Microsoft Office Suite (Word, Excel, Access Power Point and Outlook).
- Must have a good working knowledge of both the English and Japanese languages and perform customer service in both languages.

### BWT 1-4:

- At least one year of clerical, technical, or administrative work experience in any field, OR completion of 4-year college/university in any field.

### BWT 1-3:

- At least one year of general work experience, OR completion of 2-year junior college/2-year of technical school or 4-year degree in any field.

Non-Japanese Applicants: Only those who possess permanent residential status are eligible. Please attach a copy of Residence Card (both front and back sides) and copy of your passport to your application.

Former US Military Members: Please attach DD Form 214 Copy (Member-4 copy) to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered.

- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.

\*A handicapped applicant may be accepted, depending upon the degree and kind of disability.

学歴 Educational Background : See block #7

免許証／修了証 License/Certificate Required : See Block #7

## 8. 提出するもの Application and Associated Documents

\*☒ 空席応募用紙 Application for Vacancy Announcement, HROY Form 1 (16 Apr 18) \*1

\*☒ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) \*2

\*の記入は Complete \* in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either

上記書式は、以下の URL よりダウンロードして下さい。

[http://www.cnmc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

☒ 免許証・証明書・修了証のコピー(7 欄要件に該当する場合) Copy of license/certificate (if any in block 7 applies).

☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。

Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.

☒ 84 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) <選考結果通知用> 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 84 yen stamp (MPS is unacceptable.) <For selection notice>

☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』を下記の URL よりダウンロードして下さい。 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"

[http://www.cnmc.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

☒ 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicants, copy of Residence Card (both front and back) and Passport .

☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

### 応募に関する注意事項

\*1 空席応募用紙 Application for Vacancy Announcement, HROY Form 1 は 2018 年 4 月 16 日版を使用して下さい。 Please submit Application for Vacancy Announcement, HROY Form 1 edited on 16 Apr 2018.

\*2 専門職務経歴書 Resume of Specialized Work Experience, HROY Form は、所定書式、裏面記載の記入例を参照して下さい。

Please refer Example on back side of Resume of Specialized Work Experience, HROY Form.

\* 応募時点で規定の雇用資格を満たしていない、又は書類不備、記入漏れの応募者は選考の対象となりません。 Ineligible applicants or incomplete applications will not be referred for consideration.

\* 履歴書及び添付書類は締切日午後 3 時までに提出先住所（最終頁参照）必着のこと。 Please send application and attachments to office to submit address (Please see last page) by 1500 of the Cut Off/Closing date of the announcement.

\* 提出された応募書類はお返ししません。 Submitted applications will not be returned.

\* 初回選考以降は、選考決定により締切りとなることがあります。 After 1<sup>st</sup> Cut Off Date, announcement may close due to decision of selection.

問い合わせ先 for Job Inquiries	応募用紙 郵送先 Office to Mail	事務処理欄 For Official Use
Current USFJ Employee 現従業員 問合せ先：  在日米海軍厚木基地人事部 CNRJ HRO  DSN 264-3427 / 3624 / 3425 ☎046-763- 3427 / 3624 / 3425	Current USFJ Employee 現従業員 提出先：  〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO Box 12  Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 〒252-1101	PDNO: NAFATG-N322-001
Off Base Applicant 外部応募者 問合せ先：  労務管理機構 座間支部 管理課 管理第二係  Zama Branch of Labor Management Organization, Management Section 2 ☎046-251-0667	Off Base Applicant 外部応募者 提出先：  〒252-0011 神奈川県 座間市 相武台 1-46-1 労務管理機構 座間支部 管理課 管理第二係  1-46-1, Soubudai, Zama-shi, Kanagawa-ken Zama Branch of Labor Management Organization Management Section 2 〒252-0011	

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

2016年2月8日前より継続雇用される現MLC/IHA従業員で、2016年2月8日前に発行されたALCPT試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現LPLレベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準 1 級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

#### PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。